

California Energy Commission



CLASSIFICATION: Business Service Officer II (Supervisor)
[Will consider Business Service Officer I (Supervisor)]

TENURE: One Year Limited Term (May become permanent if circumstances permit.)

TIMEBASE: Full Time

SALARY: \$4,216 – \$5,079 (Salary will be adjusted to reflect furlough program.)

LOCATION: Business Services Office
Sacramento, CA

FINAL FILING DATE: JUNE 18, 2009

DUTIES AND RESPONSIBILITIES: Under the general direction of the Staff Services Manager II (Supervisory), the incumbent, a working level supervisor, has responsibility for eight staff, including Business Services Officer (Specialists), Business Service Assistants, and other office support staff.

The incumbent manages and directs a variety of business services functions such as procurement, facilities planning and space management, printing, reproduction, property, equipment contracts, and equipment maintenance and control. The incumbent has overall management responsibility for the pricing and retailing of the Commission's publications to the general public, utility companies, and government entities. The incumbent acts as an American Express Government Card Coordinator, Transportation coordinator for the Commission, and act as the primary coordinator and contact with the Commission's Executive Management Team and the Department of General Services.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- ◆ Ability to supervise and lead others
- ◆ Ability to communicate effectively both orally and in writing
- ◆ Excellent customer service skills
- ◆ Ability to get along with others
- ◆ Ability to work independently and as part of a team
- ◆ Ability to work well under pressure and adapt to changing priorities
- ◆ Ability to delegate assignments and train staff
- ◆ Good organizational skills

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. **Please indicate your eligibility for this classification on the state application form, STD. 678.** *Applications will be screened for experience and only the most qualified will be contacted for an interview. Duty statements are available upon request.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (STD. 678) TO:

Kim DuVall – RPA 206-803
1516 9th Street, MS-19
Sacramento, CA 95814
(916) 654-4326

E-mail: kduvall@energy.state.ca.us

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA 206-803 Pos. # 2060-4973-002

